



Arkansas Contractors Licensing Board

4100 Richards Road
North Little Rock, Arkansas
(501) 372-4661 Fax (501) 372-2247

COMPLAINT FORM

Please answer as many of the following questions as possible

Complainant

YOUR NAME (last, middle, first)

YOUR COMPANY NAME: (if contractor or supplier)

ADDRESS:

CITY, STATE, ZIP

PHONE NUMBERS WHERE YOU CAN BE REACHED:

EMAIL:

Contractor

CONTRACTOR NAME: (as shown on contract/invoice)

License Number:

ADDRESS:

CITY, STATE, ZIP

PHONE NUMBER:

CONTACT PERSON:

WHAT IS YOUR RELATIONSHIP WITH THE CONTRACTOR/PROJECT:

Owner ☐

Subcontractor ☐

Supplier ☐

General Contractor ☐

Other ☐

PROJECT TO BE INVESTIGATED

LOCATION OF THE PROJECT (PHYSICAL ADDRESS)

CITY, STATE, ZIP

CONTRACT DATE:

AMOUNT:

AMOUNT
PAID:

DATE WORK
STARTED:

DATE WORK CEASED:

INFORMATION ABOUT THE PROJECT

WHAT IS THE TYPE OF PROJECT ? Residential ☐ Commercial ☐

WHAT TYPE OF CONSTRUCTION? Addition ☐ Repair ☐ Replacement ☐ New Construction ☐ New Purchase ☐

WHAT TYPE OF CONTRACT WAS INVOLVED? Oral ☐ Written ☐ New Home Purchase Agreement ☐ Other ☐

WERE THERE ANY CHANGE ORDERS? Yes ☐ No ☐

IF YES, WERE THEY Written ☐ Oral ☐ Both ☐

WHAT IS THE NATURE OF YOUR COMPLAINT? Abandonment ☐ Workmanship ☐ Money Owing ☐ Other ☐

HAVE YOU FILED IN COURT TO RECOVER DAMAGES ON THIS COMPLAINT? Yes ☐ No ☐

IF YES, HAS A JUDGMENT BEEN ISSUED? Yes ☐ No ☐

IF YES TO EITHER QUESTION, PLEASE ATTACH APPLICABLE DOCUMENTATION WITH THIS FORM

HAVE YOU MADE ANY ATTEMPTS TO CONTACT THE CONTRACTOR? Yes ☐ No ☐

IF YES, WHAT ATTEMPTS HAVE YOU MADE? Unable to locate ☐ Personal contact ☐ Telephone ☐ Letter ☐

BRIEFLY DESCRIBE THE CONTRACTOR'S RESPONSE:

PLEASE SEND COPIES OF ALL PAPERS RELATED TO YOUR COMPLAINT

Please attach copies of both sides of contracts, cancelled checks, and other pertinent materials.

PLEASE NOTE

- If this contractor is licensed, he/she will be informed of this alleged complaint and will be asked to respond. He/she may be asked to contact you in response to the complaint.
- The Arkansas Contractors Licensing Board has no authority or jurisdiction over non-licensed contractors.
- The Arkansas Contractors Licensing Board cannot represent private citizens in court or collect money for you. Please contact an attorney for advice on filing such an action.
- The Arkansas Contractors Licensing Board does not function as a "dispute resolution" board and cannot resolve contractual disputes between the parties involved.
- The Arkansas Contractors Licensing Board is not a code enforcement agency and as a rule, does not enforce code violations.

BASIS FOR THE COMPLAINT

[illegible]

AFFIDAVIT

I, _____, hereby swear or affirm that the above statements and
(name of applicant)
information provided are true, correct and complete to the best of my knowledge. I further
swear or affirm that I have personal knowledge of the allegations made within the complaint
and that this complaint is made in good faith. I will assist in the investigation of this
complaint, and if necessary, attend hearings and testify to facts. I understand that failure to
cooperate with the investigation may result in dismissal of the complaint.

State of Arkansas
County of _____

County of _____

Acknowledged before me, this _____ day of _____, _____ .

Notary Public

My commission expires: _____